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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Washington 25, D. C.

Office of Administrator

July 29, 1952

STAFF MEMORANDUM NO. 12

Duties and Responsibilities - Deputy Administrator

Attached is a memorandum addressed to Chiefs of ARA Bureaus which outlines program responsibilities which I am assigning to the Deputy Administrator. In addition to activities Department-wide in nature, he will be responsible for the following functions primarily of interest to the Office of Administrator:

- (a) Serve as Administrator in my absence;
- (b) Secretarial and Congressional correspondence;
- (c) Represent the Administrator at Secretary's staff meeting;
- (d) Special studies as may be assigned.

In carrying out these responsibilities the following members of the staff will report to Dr. Clarkson in the performance of their duties:

- (a) Dr. S. B. Fracker, Assistant to Administrator, Interdepartmental and international programs, with respect to all activities, except administration of Alaska Experiment Station.
- (b) Dr. B. D. Joy, Assistant to Administrator.
- (c) Mr. C. E. Schoenhals, Assistant to Administrator, with respect to legislation, secretarial and congressional correspondence, security activities, and such other special assignments as may be made from time to time.
- (d) Dr. R. Y. Winters, Assistant for production and utilization research.
- (e) Research Coordinators.

With respect to the foregoing, it is emphasized that Dr. Clarkson's responsibilities are the same as those carried by the Administrator. Accordingly, day to day working relationships among members of the staff will continue on the present informal basis.

B. T. Shaw  
Administrator

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Washington 25, D. C.

Office of Administrator

July 29, 1952

To: Heads of Department Agencies Conducting Research  
From: B. T. Shaw, Administrator  
Subject: Responsibilities of Deputy Administrator - ARA

Attached is a memorandum which outlines the duties and responsibilities of the Deputy Administrator, ARA. We hope that it will be helpful to members of your staffs engaged in research planning and related activities with this Office.

*B. T. Shaw*

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Washington 25, D. C.

Office of Administrator

July 29, 1952

To: Chiefs, ARA Bureaus

From: B. T. Shaw, Administrator

Subject: Duties and Responsibilities - Deputy Administrator

To clarify working relationships, we are summarizing in this memorandum duties and responsibilities assigned to the Deputy Administrator of ARA.

The Deputy Administrator functions as a full associate, and therefore is authorized to act as and for the Administrator in the discharge of all functions, programs and responsibilities of this Administration. In addition to this general responsibility, he is being asked to assume direct leadership with respect to the following areas of activity:

- A. Planning and development of the ARA research program, which shall include
- (1) In association with Bureau Chiefs, to coordinate the Administration's research planning activities.
  - (2) In association with the Assistant Administrator for States Relations to promote cooperative programs between the States and the ARA Bureaus.
  - (3) In association with the Assistant Administrator for Marketing Programs promotes and develops integration of marketing with production and utilization research.
  - (4) Reviews and approves research programs.
  - (5) General responsibility for the functioning of the Advisory Committee system, including assisting in Department program examination and the integration of committee recommendations in Department program plans as may be possible and warranted within available resources.
  - (6) The analysis of need and the development of programs to meet ARA obligations arising through participation in interdepartmental and international programs.
  - (7) The review and appraisal of program changes as reflected in proposed legislation and the development of the ARA position in light of established objectives and resources.

2-Chiefs, ARA Bureaus

- B. The analysis of need and the development of programs to meet the nation's needs with respect to defense activities.
- C. The approval and general supervision over ARA regulatory and control activities including program objectives, plans of execution, and administration.
- D. Represents the Administrator in all activities related to production goals, and in such other Departmental activities as may be assigned from time to time.

With respect to the foregoing, it is emphasized that the Deputy's responsibilities are the same as those carried by the Administrator. Therefore, established working relationships with other members of the staff in the Office of Administrator will continue as heretofore.

*B.T. Shaw*

